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MONTHLY TECHNICAL PROGRESS REPORT

for the period

December 1 - December 31, 2004

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
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Under Contract 68-R9-01-01

**Submitted
by**



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EPA Contract No. 68-R9-01-01
Superfund Records Management Support, Region 9

Monthly Report
December 2004

TOAM: Elaine Chan
TOM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on December 1.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on December 14.

The Records Center Performance Measurement Reports were submitted to the TOAM on December 9.

The Contract Documents Indexing Progress Report was submitted to the TOAM on December 6.

The Operating Industries, Inc. Landfill indexing progress report was submitted to RPM Lance Richman on December 1.

The Contracts On-Site Box Storage Report and the Cost Package Documentation Index were updated weekly in the *Express Link* database.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were generated and submitted to the EPA CBI Officer on December 10 and November 29 respectively.

RIM IV provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on December 20.

Future Activities

Monthly technical and financial reports will be delivered to the TOAM by the 10th of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

1.2 Close-Out of the Task Order

No work was performed under this subtask this reporting period.

Future Activities

Close-out activities will be performed as described in the *Transition Plan for the Closeout of Contract 68-R9-01-01* and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,999 documents and edited 3,648 index records in the Superfund Document Management System (SDMS) database for the following sites and collections:

AEROJET GENERAL CORP (RANCHO CORDOVA)
AMCO CHEMICAL
APS CAMERON SWITCH YARD
ARCHIE GOH DEBRIS FIRE SITE
BECENTI SHEEP DIP VAT
BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
BECLABITO #1 SHEEP DIP VAT
BENHAM & JOHNSON
BURR-BROWN RESEARCH CORP
BURR-BROWN (TUCSON INTERNATIONAL AIRPORT AREA)
CAMP H M SMITH
CARSON RIVER MERCURY SITE
CASMALIA RESOURCES
CASTLE AIR FORCE BASE
CONTINENTAL HEAT TREATING
CORNFIELDS SHEEP DIP VAT
CUDEII COMMUNITY DUMP
CYPRUS TOHONO MINE
DEL NORTE PESTICIDE STORAGE
EL DORADO HILLS NATURALLY OCCUR ASBESTOS
FEDERAL CORRECTIONAL INSTITUTE LOMPOC
FORT ORD
FRONTIER FERTILIZER
G T METALLURGICAL/TRA-LI FIBERGLASS
G&R METALS
GEORGE AIR FORCE BASE
GOLDEN TECHNOLOGY
GRANDWAY CLEANERS
GUYAUX LANDFILL
HALL, LEE
HASSAYAMPA LANDFILL
HEAVENLY SKI RESORT
HENDERSON LANDFILL
HI ALI MOTEL
HICKAM AIR FORCE BASE
HIGHLAND PRODUCTS
HOGBACK SHEEP DIP VAT
HONEYWELL DEER VALLEY COMPUTER PARK
HONOLULU SKEET CLUB
HPM BUILDING SUPPLY
IDEAL SERVICE LAUNDRY
INDIAN BEND WASH AREA
INDUSTRIAL WASTE PROCESSING
IRON MOUNTAIN MINE
J H BAXTER & CO (WEED)
JALK FEE
JASCO CHEMICAL CORP (1710 VILLA ST, MT V
K & L PLATING - PEARMAIN
K & L PLATING 89TH AVE
KOLBERG MACHINE
KOPPERS CO, INC (OROVILLE PLANT)
LAULI'I WAREHOUSE

LAVA CAP MINE
LAWRENCE LIVERMORE NATL LAB (EAST AVE)
LCT ENVIRONMENTAL
LEHR/OLD CAMPUS LANDFILL
LEVIATHAN MINE
LEVINE TED DRUM CO
LIQUID CHEMICAL CORP HANFORD
LITTLEWATER SHEEP DIP VAT
LIVERMORE SEWAGE PONDS
LONG BEACH NAVAL STATION
LORENTZ BARREL & DRUM CO
LOUISIANA-PACIFIC CORP
MARE ISLAND NAVAL SHIPYARD
MASTER PLATING
MATHER AIR FORCE BASE
MCCOLL
MCCORMICK & BAXTER CREOSOTE
MCCULLOCH OLD FACILITY
MILE POST 18 OPEN DUMP
MONGMONG, GUAM
MONITOR PLATING
MONTROSE CHEMICAL CORP
MONTROSE CHEMICAL CORP/DEL AMO FACILITY
MOTOROLA, INC (52ND STREET PLANT)
MTBE CHARNOCK
MTBE SOUTH LAKE TAHOE
NAVAJO KING TUTT #1 URANIUM MINE
NAVAJO NATION URANIUM MINES (1)
NAVAL MAGAZINE LUALUALEI
NAVAL SHIPYARD LONG BEACH
NEWMARK GROUNDWATER CONTAMINATION
NEZTSOSIE EXCAVATION
NTUA BLACK MESA PIPELINE SUBSTATION
NTUA DENNEHOTSO SUBSTATION
OMEGA CHEMICAL CORP
OPERATING INDUSTRIES, INC LANDFILL
PACIFIC COAST PIPE LINES
PAGO PAGO SOLVENT & CLEANER SITE
PALOS VERDES LDFL
PANOCHE TIRE DUMP FIRE
PEMACO MAYWOOD
PHOENIX GOODYEAR AIRPORT AREA
PIONEER PIT AND GARDNER'S
PURITY OIL SALES
PYRAMID INDS
PYRAMID MINING CO
QUAKERMAID CABINETRY
QUALITY PLATING TUCSON
QUALITY PRINTED CIRCUITS
QUALITY UTILITY CONTRACTORS
QUALTRONICS MANUFACTURING INC
QUECHAN LANDFILL
QUEEN EMMALANI TOWER
QUINCY CONVALESCENT HOSPITAL

QUINCY SAN DIST TRMT PLT
QUME DIV OF ITT
R V WEATHERFORD
R&B COMMERCE PARK
R&K PROCESSING
R&R INDUSTRIAL CONTRACTORS
R&T IMPORTS
RABIN WINTER CO
RAILROAD STORAGE YARD
RAINBOW HAULING
RAINBOW SLUMP BLOCK CO
RALPH HAYS ROOFING
RAM CHEMICAL
RAMSON ENTERPRISES INC
RAN ROB INC
RANCHO SECO NUCLEAR GENERATING STA
RANK ELECTRONICS
RANSBURG ELECTRO COATING CORP
RARE METALS CORP
RAY KIDD TOWING SERVICE
RAY STEVENS PAVING CO
RAYCHEM CORP
RAYTHEON ELECTROMAGNETIC SYST DIV
RECLAIMED METALS
RED HILL LDFL
RED PORPHYRY MINE
RED STAR LAUNDRY
REDBURN GENERAL TIRE
REDDING CITY LANDFILL
REDLANDS FARMING CO
REDS TOOL & DYE
REDWOOD FOOD PACKING CO
REDWOOD SHORE LANDFILL
REED MACHINE SHOP WELDING
RIALTO COLTON PLUME
RINCONADA MINE
ROUND MOUNTAIN PITS
SAIPAN #2 PESTICIDE SITE
SAIPAN AIRPORT JET FUEL SPILL
SAIPAN CAPACITORS
SAIPAN GROUNDWATER
SAIPAN LOWER BASE CEMETERY
SAIPAN PESTICIDES
SAN CARLOS PESTICIDES SITE
SAN FERNANDO VALLEY (ALL RECORDS)
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
SAN FERNANDO VALLEY (AREA 3)
SAN GABRIEL VALLEY (AREAS 1-4)
SAN JOAQUIN DRUM CO
SAND ISLAND BROWNFIELDS
SANTA ROSA CYLINDER
SANTOS LANDFILL
SAWMILL APACHE COUNTY
SELMA TREATING CO

SHARPE ARMY DEPOT
SHORE SELBY MTBE
SHOSHONE TRIBAL LANDS
SIERRA PACIFIC HAYFORD
SIGNAL OIL CO
SIMPSON PLYWOOD MILL OLD
SINA CHEMTRANS
SO CA CHEM CO INC
SO CAL TOSCO REFINERY FIRE ER
SOBEX INC
SOLANO WAY OIL SPILL
SOLOMONS MINES INC (WRG)
SONEE HEAT
SONOMA CO LANDFILL
SOUTH BAY ASBESTOS AREA
SOUTHWEST FOREST IND WOOD TREATMENT PLT
SOUTHWEST METAL INDUSTRIES
SPACE CRAFT MFG CO
SPRINGSTEAD
STANDARD NICKEL CHROMIUM PLATING CO
STARMART
STORM PRODUCTS
STRIBLINGS NURSERIES INC (2)
STRINGFELLOW
SULPHUR BANK MERCURY MINE
SUPERTYPHOON PAKA
TARP (TUCSON INTERNATIONAL AIRPORT AREA)
TEXSCAN
TOHATCHI BIA SEWAGE LAGOON DUMP
TORRES-MARTINEZ SLUDGE COMPOSTING
TRACY DEFENSE DEPOT
TRAVIS AIR FORCE BASE
TREASURE ISLAND NAVAL STATION
TREASURE ISLAND NAVAL STATION-HUN PT AN
TSYATOH SHEEP DIP VAT
TUCSON AFP 44 (TUCSON INTERNATIONAL AIRPORT AREA)
TUCSON SOURCES (TUCSON INTERNATIONAL AIRPORT AREA)
TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA)
TUSTIN MARINE CORPS AIR STATION
VALETERIA DRY CLEANERS
VALLEY WOOD PRESERVING INC
VENDO CO THE
VERDESE CARTER PARK
VETA GRANDE MINING CO
WADES AUTOMOTIVE UNIT B
WAIMANALO GROUNDWATER INVESTIGATION
WASTE DISPOSAL INC
WATKINS JOHNSON
WEST COAST METALS
WESTATES CARBON-ARIZONA INC
WESTERN DRY CLEANERS
WESTERN PACIFIC RAILROAD CO
WILLIAMS AIR FORCE BASE

At the request of the TOAM, staff indexed 42 documents for the RCRA Underground Storage Tanks Project. Total time spent on this project this month: 26.9 hrs.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

PACIFIC COAST PIPE LINES

QUALITY PRINTED CIRCUITS CORP

The site assessment Librarian IV received 6.4 lft. of new documents, of which 1.3 lft. were federal facilities documents, and processed 16 new sites.

Staff conducted quality assurance on approximately 249 lft. of remedial and removal site files during December. The process includes shelf-reading, verifying that all documents are accounted for and are foldered appropriately, and verifying that the folders contain the correct documents and are shelved in their designated locations.

The site assessment Librarian IV shelfread the entire site assessment documents collection (382 lft.) to ensure correct order of the files and to find and repair damaged folders.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS database.

2.2 Document Pick-up, Processing, File Management, and Storage

34.5 lft. of documents were collected from 75 Hawthorne. A total of 12 Transfer of Records forms was processed.

10.4 lft. of documents were retrieved from off-site storage at the FRC.

Document Processing staff processed documents (including removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the Purity Oils Sales Administrative Records (1.5 lft.).

Staff performed quality assurance on 1.2 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on December 10.

Staff checked .1 lft. of unindexed Lorentz Barrel & Drum Co. documents for possible duplication with documents already in the site file or sent to the FRC.

Future Activities

Staff will continue to work on the organization, verification, and retirement of material in the Box Storage Department.

The Document Processing RMS III and Information Aide will continue to process files, shelve, and retrieve documents. They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will continue to retire site file documents to the FRC.

2.3 Scanning

SDMS Team members scanned and quality assured documents for the following sites/collections. After scanning, the documents were forwarded for retirement to the FRC:

AEROJET GENERAL CORP (RANCHO CORDOVA) (40 documents) (788 pages)

ALCO PACIFIC INC (1 document) (95 pages)
 AMCO CHEMICAL (26 documents) (451 pages)
 ARCHIE GOH DEBRIS FIRE SITE (2 documents) (232 pages)
 BAKERSFIELD CHROME & BUMPER (1 document) (95 pages)
 BROWN AND BRYANT INC SHAFTER FACILITY (7 documents) (34 pages)
 BURR-BROWN (TUCSON INTERNATIONAL AIRPORT AREA) (7 documents) (31 pages)
 CASMALIA RESOURCES (130 documents) (2358 pages)
 CENTURY PLATING CO INC (1 document) (18 pages)
 COOPER DRUM (23 documents) (7133 pages)
 DIAMOND XX (53 documents) (322 pages)
 DICO OIL CO (35 documents) (1784 pages)
 ENVIROPUR/PRC (5 documents) (143 pages)
 FACTORY STREET SITE (1 document) (95 pages)
 FMC CORP (FRESNO PLANT) (1 document) (4 pages)
 FORD CITY BURN DUMP (1 document) (1 page)
 FRONTIER FERTILIZER (49 documents) (182 pages)
 GIBSON OIL & REFINING CO - BAKERSFIELD (1 document) (95 pages)
 GREY EAGLE MINE (1 document) (95 pages)
 INDIAN BEND WASH AREA (3 documents) (11 pages)
 J H BAXTER & CO (WEED) (2 documents) (2 pages)
 LAVA CAP MINE (2 documents) (106 pages)
 LEVIATHAN MINE (49 documents) (1534 pages)
 LOLA DRUM (1 document) (23 pages)
 LORENTZ BARREL & DRUM CO (1 document) (117 pages)
 MCCORMICK & BAXTER CREOSOTE (64 documents) (455 pages)
 MCFARLAND STUDY AREA (1 document) (49 pages)
 MODESTO GROUND WATER CONTAMINATION (1 document) (2 pages)
 MONGMONG, GUAM (15 documents) (127 pages)
 MONITOR PLATING (1 document) (7 pages)
 MONTROSE CHEMICAL CORP (3 documents) (118 pages)
 MONTROSE CHEMICAL CORP/DEL AMO FACILITY (42 documents) (320 pages)
 MORONGO INDIAN RESERVATION PESTICIDES (1 document) (6 pages)
 MOTOROLA, INC (52ND STREET PLANT) (100 documents) (3557 pages)
 MOUREN-LAURENS OIL (1 document) (95 pages)
 MTBE CHARNOCK (76 documents) (6221 pages)
 NAVAJO FOREST PRODUCTS INDUSTRIES (1 document) (2 pages)
 NAVAL SHIPYARD LONG BEACH (1 document) (2 pages)
 NEWMARK GROUNDWATER CONTAMINATION (8 documents) (16 pages)
 OMEGA CHEMICAL CORP (42 documents) (301 pages)
 OPERATING INDUSTRIES, INC LANDFILL (620 documents) (12871 pages)
 ORDOT LANDFILL (2 documents) (8 pages)
 PAGO PAGO SOLVENT & CLEANER SITE (4 documents) (143 pages)
 PANOCHE TIRE DUMP FIRE (4 documents) (836 pages)
 PARKER DIESEL (1 document) (6 pages)
 PASADENA INTERMODAL TRANSIT (1 document) (5 pages)
 PEARL HARBOR NAVAL COMPLEX (3 documents) (155 pages)
 PEMACO MAYWOOD (13 documents) (68 pages)
 PHOENIX GOODYEAR AIRPORT AREA (190 documents) (4034 pages)
 PIONEER PIT AND GARDNER'S (2 documents) (70 pages)
 POLAR STAR MINE (1 document) (95 pages)
 PRC PATTERSON (1 document) (95 pages)
 PRECISION MECHANICAL (2 documents) (58 pages)
 PRECISION MEDIA CORP (4 documents) (597 pages)
 PRECISION MONOLITHICS INC (2 documents) (16 pages)

PRESTO MATIC AUTO SUPPLY (1 document) (43 pages)
 PURITY OIL SALES (379 documents) (15720 pages)
 RIALTO COLTON PLUME (78 documents) (2217 pages)
 SACRAMENTO ARMY DEPOT (2 documents) (29 pages)
 SAN GABRIEL VALLEY (AREAS 1-4) (293 documents) (23126 pages)
 SANDERS AVIATION (91 documents) (708 pages)
 SCHOFIELD BARRACKS (7 documents) (405 pages)
 SELMA TREATING CO (5 documents) (966 pages)
 SHARPE ARMY DEPOT (1 document) (54 pages)
 SOUTHWEST PHOTO CHEM (1 document) (95 pages)
 SPARKS SOLVENT/FUEL SITE (92 documents) (375 pages)
 SUPERCHROME PLATING (1 document) (95 pages)
 SUPERTYPHOON PAKA (1 document) (3 pages)
 TARP (TUCSON INTERNATIONAL AIRPORT AREA) (7 documents) (31 pages)
 TUCSON AFP 44 (TUCSON INTERNATIONAL AIRPORT AREA) (7 documents) (31 pages)
 TUCSON SOURCES (TUCSON INTERNATIONAL AIRPORT AREA) (7 documents) (31 pages)
 TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA) (6 documents) (32 pages)
 T H AGRICULTURE & NUTRITION CO (2 documents) (15 pages)
 WEST COAST PLATING CO (1 document) (95 pages)

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS system and forward them for retirement to the FRC/NARA.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, logged, and indexed 1 SCAP accomplishment document. The completed SCAP route slip was returned to the EPA WasteLAN Coordinator.

Future Activities

Staff will continue to collect and index SCAP accomplishment documents.

2.5 Financial Documentation/Cost Recovery Packaging

Fourteen Financial Cost Documentation Packages for the following sites were processed through the Accounting, Program, or Enforcement Final copy:

BROWN & BRYANT (SSIDs H2 & W4)
 BURR-BROWN (TUCSON INTERNATIONAL AIRPORT AREA) (7 documents) (31 pages)
 (SSID L8)
 LORENTZ BARREL & DRUM (SSID X8)
 JASCO CHEMICAL (SSID F6)
 LAULI'I WAREHOUSE (SSID LF)
 OPERATING INDUSTRIES, INC LANDFILL (SSID 58)
 PACIFIC COAST PIPELINE (SSID J6)
 SAN GABRIEL VALLEY (AREAS 1-4) PUENTE VALLEY (SSIDS 8W & 8V)
 SOUTH BAY ASBESTOS OU2 (SSID 42)
 VALLEY WOOD PRESERVING (SSID K5)
 WASTE DISPOSAL INC- POWERINE (SSID FY)
 WESTERN PACIFIC RAILROAD (SSID R4)

Cost Recovery Department staff scanned 318 documents into the SCORPIOS system. Total scanning hours: 22.5

The monthly SCORPIOS scanning reports were submitted to the EPA Policy and Management

Division Section Chief on November 30.

Future Activities

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, staff shredded/recycled 27 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production

Staff processed 111 requests for documents, performed 562 database searches in SDMS, and provided 1,852 documents for EPA staff and other requesters.

Forty-nine indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS database.

3.1 Freedom of Information Act (FOIA)

Staff provided 16.8 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 6 requests for the following sites:

BENTLEY NEVADA CORP AIRPORT RD FACIL
CONSOLIDATED IRON & METAL
DICO OIL CO
EAST BAY WASHRACK
PG&E GAS PLANT SAN FRANCISCO 502 1
SAN GABRIEL VALLEY (AREAS 1-4)
US BORAX & CHEMICAL CORP

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 12,219 non-FOIA-related pages for EPA and other requesters. In addition, staff printed 61 pages from SDMS.

At the request of EPA staff, 8 documents from the Aerojet General Corp, Motorola (52nd St Plant), Pemaco Maywood, and Phoenix Goodyear Airport Area site files were redacted.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.3 CD-ROM Service

Staff fulfilled 14 requests for documents on CD-ROMs. A total of 115,264 pages was transferred to CDs. Collections were provided for the following sites:

DICO OIL CO. (2 collections)

EAST BAY WASHRACK (1 collection)
NEWMARK GROUNDWATER CONTAMINATION (2 collections)
OPERATING INDUSTRIES, INC. LANDFILL (1 collection)
PURITY OIL SALES (3 collections)
RIALTO COLTON PLUME (2 collections)
SAN GABRIEL VALLEY (AREAS 1-4) (3 collections)

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

Staff indexed, scanned, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

IRON MOUNTAIN MINE
NAVAL SHIPYARD LONG BEACH
LAVA CAP MINE

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

Task 4: Administrative Records (ARs) and Special Collections Management

The following ARs or special collections were compiled, copied, and sent to repositories in December:

Waste Disposal Inc Lien File, completed December 22.

Omega Chemical Corp AR, sent December 30.

The Fresno County Library was called for information and the Repositories database was updated on December 14.

Work-performed compilations for the following sites were created or updated:

FRESNO SANITARY LANDFILL (SSID H7)
INDIAN BEND WASH AREA-NORTH, SCOTTSDALE OU (SSID 20)
MEW STUDY AREA (SSID M6)

Future Activities

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

4.1 Microfilm and Electronic Media Management

No work was performed under this subtask this reporting period.

Future Activities

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

TOM held an all-hands staff meeting on December 28.

TOM held a Managers/Supervisors meeting on December 20.

TOM held an SDMS Department meeting on December 14.

TOM held a Cost Recovery Department meeting on December 16.
RIM IV/Circulation Department Supervisor held departmental meetings on December 15 and 20.
RIM IV/Head Indexer held a departmental meeting on December 9.
RIM IV/Computer Support Department Supervisor held a departmental meeting on December 28.

TOM requested and received approval for purchase of: printer toner from Uptime Resources on December 9; barcode software from IDAutomation.com on December 13; and CD-ROM software and a CD-RW drive from Amazon.com on December 14.

Future Activities

Staff meetings will be conducted by the TOM and department heads.

TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well-stocked and in working order.

Task 6: Training and Orientation

At the request of the TOAM, on December 22 a Librarian IV gave a tour of the Records Center to Nancy Tucker, a member of the public.

At the request of the TOAM, on December 28 a Librarian IV provided SDMS training to ORC attorneys Bethany Dreyfus and Janet Magnuson. Each was given a copy of the *SDMS User's Manual for EPA Staff*.

Future Activities

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for off-site storage (at Richmond Labs) on December 8.

RIM IV assisted the following EPA staff persons with technical problems relating to SDMS: Kim Muratore on December 1, Andrew Taylor on December 2, Wayne Praskins on December 2 and 13, Sharon Johnson on December 16, and Dawn Richmond on December 22.

IS III worked with the Region 9 LAN Coordinator to install SDMS for ORC Attorneys Bethany Dreyfus and Janet Magnuson. SDMS was installed for Ms Dreyfus; work is ongoing for Ms Magnuson.

RIM IV assisted support contractor staff at Research Triangle Park, NC with creation of a new Ascent Capture "batch class" that removes the cover sheets that contain the barcode from scanned documents prior to final release to SDMS.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

No work was performed under this task this reporting period.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS Workgroup teleconference meeting in January.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

There were no personnel actions this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized *Express Link* Work Request forms to submit direction for 18 new projects. In addition, the TOAM submitted 6 requests for information or support in person, via telephone, or via E-mail.

V. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK IN THE TASK ORDER

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on 12/1/04.

The Prioritized Projects Report was submitted on 12/14/04.

The Records Center Performance Measurement Reports were submitted to the TOAM on 12/9/04.

The Contract Documents Indexing Progress Report was submitted to the TOAM on 12/6/04.

The CBI Circulation/Disclosure Report was generated and submitted to the TOAM on 12/10/04.

The reconciled site-specific distribution of direct costs report (site-specific detail attachment) for invoice #00045 was submitted to the TOAM on 12/20/04.

The semi-annual property inventory was completed and submitted to the TOAM on 7/1/04.

The TOM met with the TOAM and the Contracting Officer on 11/12/04 to review the monthly reports and to verify the status of the Task Order.

1.2 Close-Out of the Task Order

No work has been performed under this subtask to date.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning and Storage and Recycling/Shredding

2.1 Organizing and Indexing

7,548 documents have been indexed and quality assured in SDMS as of 12/31/04.

2.2 Document Pick-up, Processing, File Management, and Storage

99.1 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 12/31/04.

34.7 lft. of records have been retrieved from off-site storage at the FRC in response to EPA requests as of 12/31/04.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on 12/10/04.

2.3 Scanning

6,906 documents (152,208 images) have been scanned into SDMS as of 12/31/04.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, logged, and indexed 12 SCAP accomplishment documents as of 12/31/04.

2.5 Financial Documentation/Cost Recovery Packaging

51 Financial Cost Documentation Packages have been processed as of 12/31/04.

691 financial documents have been scanned into SCORPIOS as of 12/31/04.

2.6 Recycling and Shredding

32.7 lft. of documents have been recycled/shredded as of 12/31/04.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

5,706 documents have been retrieved and provided to EPA staff or the public as of 12/31/04.

176 site file indices/databases have been generated and submitted for various sites in response to EPA requests as of 12/31/04.

Online searches were performed and custom indices for Motorola Inc. (52nd Street Plant) were submitted on 10/5/04.

3.1 Freedom of Information Act (FOIA)

As of 12/31/04, circulation staff have provided support for 40 FOIA requests. Billing data for 58.8 hours have been submitted to EPA.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 12,684 non-FOIA-related pages for EPA and other requesters and sent approximately 3,226 pages off-site to a copy service.

29 site file documents have been redacted for release as of 12/31/04.

3.3 CD-ROM Service

55 CD-ROMs or CD-ROM sets containing 290,084 images have been produced and supplied to EPA staff or the public as of 12/31/04.

3.4 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

3 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 12/31/04.

Task 4: Administrative Records (ARs) and Special Collections Management

5 remedial and removal Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 12/31/04.

The Fresno County Public Library was called for information on 12/14/04 and the Repositories database was updated on 12/14/04.

14 work-performed compilations have been completed as of 12/31/04.

4.1 Microfilm and Electronic Media Management

No work was performed under this subtask this quarter.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center
Equipment/supplies recommendations were completed on 12/14/04.

Operation and maintenance of the Records Center continued as of 12/31/04.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 12/28/04.

Task 6: Training and Orientation

A tour of the Records Center for visitors was completed on 12/22/04.

Task 7: Online Operations and Internet Support

Back-up tapes were delivered to FIRM for off-site storage on 12/8/04.

Assistance with technical problems was provided to EPA staff person Dawn Richmond on 12/22/04.

Task 8: Attend Meetings and Teleconferences

Staff attended national Superfund Records Manager/SDMS Workgroup teleconference meetings on 10/20 and 11/17/04.

Superfund Records Management Support, Region 9 (Contract #68-R9-01-01)

December 2004

New File Footage

New Files Received	Footage	Year to Date
5,410	46.1 LFT	123 LFT

Inventories

Records Surveyed	Year to Date
29.2 LFT	126.6 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	525 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
89	1		1	11	0		3	105